Review Conference of States Parties to the Convention on Cluster Munitions

19 May 2015

English only

Second Preparatory Meeting for the First Review Conference
Geneva, 24 June 2015

Information for States Parties, observer States, intergovernmental organizations and non-governmental organizations

Note by the Secretariat

Summary

The present document provides preliminary information for participants in the Second Preparatory

Meeting for the Review Conference of States Parties, which will take place on 24 June 2015. Documentation and other information will be posted, as it becomes available, on the website of the United Nations Office for Disarmament Affairs dedicated to the Convention on Cluster Munitions (www.unog.ch/ccm).

Date and Venue

1. The Second Preparatory Meeting for the Review Conference of the Convention on Cluster Munitions will be held in Geneva, Switzerland, on 24 June 2014.

2. The Meeting will be held in conference room XIX, E Building of the Palais des Nations, United Nations Office at Geneva, avenue de la Paix 8-14, 1211 Geneva 10, accessible via the Pregny Gate.

3. The meeting will start at 10:00 a.m. on 24 June 2015.

Registration and United Nations Grounds Pass

4. All participants must be accredited. Please note that formal credentials are not required for the Meeting.

5. States parties wishing to participate should send, through their permanent mission, a note verbale to the United Nations Office for Disarmament Affairs stating their interest in

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participating in the Meeting and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.

6. States not parties and States signatories may participate in the meeting as observers and should send, through their permanent mission, a note verbale to the United Nations Office for Disarmament Affairs stating their interest in participating in the Meeting and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.

7. The United Nations, the International Committee of the Red Cross, the International Federation of the Red Cross and Red Crescent Societies, the Geneva International Centre for Humanitarian Demining and the Cluster Munitions Coalition should send a letter stating their interest in participating in the Meeting and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.

8. Other relevant international organizations or institutions, regional organizations and relevant non-governmental organizations may participate in the meeting as observers. A letter or note verbale should be addressed to the United Nations Office for Disarmament Affairs stating the organization's interest in participating and listing the names and titles of the members of the delegation. The head of delegation should be clearly indicated. Observer agency status is granted by the decision of the Meeting. The Meeting will consider and decide on all requests for observer agency status at its opening session on 24 June.

9. All **letters/notes verbales should reach** the United Nations Office for Disarmament Affairs **no later than Wednesday 3 June 2015**.

Valid United Nations ground passes

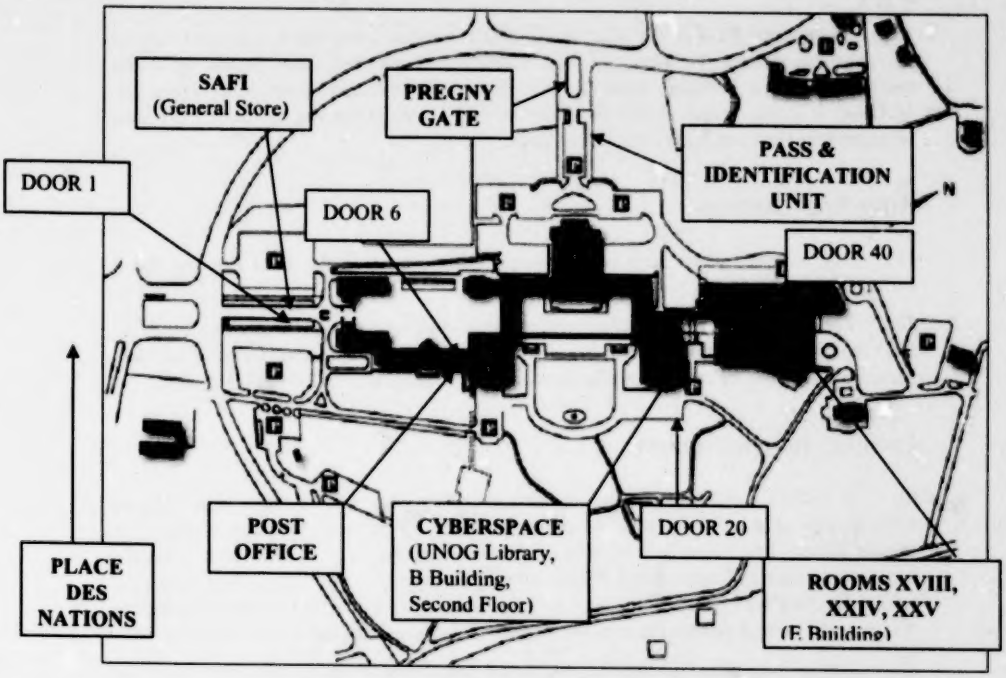
10. Valid United Nations grounds passes (issued either by the United Nations Office at Geneva or the United Nations Headquarters in New York) are required for entry into the Palais des Nations.

11. Participants already possessing a United Nations grounds pass may proceed directly to the meeting.

12. Valid United Nations grounds passes can be collected from the Pass and Identification Unit, open Monday to Friday from 8:00 a.m. to 5:00 p.m., at the Pregny Gate of the Palais (see map below).

13. Delegations from States and international organisations can collect their passes as from 23 June 2015, 12:00 p.m.

14. NGO representatives can collect their passes in person on 24 June 2015, 8:00 a.m.



Getting to and from the Palais des Nations

Tram and bus

15. The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve Pregny Gate (Appia stop) where the Pass and Identification Unit is located. Trams number 13 and 15, as well as buses 5, 8, 11, 14, 28, V, F, and Z serve the Place des Nations. The Place des Nations, where the Nations Gate is located, is some 500 meters away from the Pregny Gate. The number 28 bus serves Cointrin Airport from the Place des Nations.

16. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports Publics Genevois (see: www.tpg.ch)

Taxis

17. A taxi stand is located on Route de Pregny, some 25 metres from the Pregny Gate, in the direction Place des Nations. Direct telephone number: +41 (0) 22 331 41 33. Taxis are usually available around the clock.

Hotel accommodation and visas

18. The United Nations Office for Disarmament Affairs cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to

attending or contributing to the Meeting. UNODA is not in a position to provide letters of invitation or letters to embassies or consulates requesting that States or NGO representatives be provided visas for travelling to Switzerland in order to attend the Meeting. It is the responsibility of States or NGO representatives to make their own arrangements for visas, travel and related costs.

Attending Meetings

19. The Meeting will take place in Room XIX, located on the third floor of the E Building at the Palais des Nations (see map above).

20. Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose. Catering services should be contacted directly at onu@eldora.ch, telephone number 022 917 56 19.

Facilities for participants

21. A limited number of conference participants are also able to leave large luggage with security at the Pregny gate. After being cleared by Security, baggage is stored in special lockers. The Security Service has noticed that during busy periods, such as on the last day of a meeting, numerous delegates bring their luggage with them to the Palais after having checked out of their hotel. The Security Service wishes us to remind all delegates that once the limited storage capacity is exhausted, no additional luggage will be accepted.

22. For security reasons, luggage and other belongings from participants cannot be stored in the offices of the Secretariat. The Secretariat will authorize removal of materials judged to be inappropriate.

23. Participants can also make use of the various cafes, cafeterias and restaurants in the Palais des Nations. The closest is the Serpent Bar which can be found on the first floor of the E Building. Other facilities in the E building at the Palais des Nations which might be of interest, include: the UNOG Bookshop (entrance Door 41, second floor); UBS bank (Door 41, second floor,); Newspaper kiosks (the closest one is opposite the bank at Door 41, second floor).

24. The Post Office is located at Door 6, C Building, see map) and SAFI (a small general store at Door 1, S Building, see map).

Documentation

25. Pre-session documents will be made available early in advance of the commencement of the Meeting.

26. Official documents of the Meeting will be made available for collection from the documents booth inside the conference room.

Secretariat

27. Further enquiries regarding attendance and participation in the Meeting should be addressed to:

United Nations Office for Disarmament Affairs
United Nations Office at Geneva
Palais des Nations,
CH-1211 Geneva 10
Switzerland
Tel: +41 (0)22 917 2280
Fax: +41 (0)22 917 0034
Email: ccm@unog.ch